

5 January 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Exchange of Remington Rand Safes for HHM Safes

1. A meeting was held in [] Office, this date, in order to finalize plans for the exchange of 64 HHM Safes for 64 Remington Rand Safes. Personnel present were [] Management Staff, [] Building Supply Officer, [] Stock Management Branch.

2. It was agreed that we would exchange 29, 4 drawer, legal size HHM Safes, presently in OCR and 35, 4 drawer, legal size HHM in GRR for like quantity of Remington Rand Safes. [] agreed that he could exchange on a phase basis 4 safes per day initially.

3. Stock Management Branch will be responsible for initiating the respective RIAs for the total 64 Safes to be exchanged. [] will keep [] informed on the progress made.

4. Another meeting will be held with the above members on the balance of the HHM Safes to be exchanged.

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